

JOB DESCRIPTION

JOB TITLE:	Trainee Fire Door Inspector
LOCATION:	Newlon House, 4 Daneland Walk, London N17 9FE
SALARY:	£25,000 (pending pay increase in April 2024) and eligibility to join our performance related pay scheme
REPORTING TO:	Senior Fire Door Inspector

JOB OBJECTIVE

The post-holder will work as part of our team to maintain our residents homes. The postholder will have responsibility for the management of fire doors ensuring compliance at all times. They will undertake technical inspections to domestical, communal and commercial doors ensuring that they are validated and repaired within the agreed timescales, within a robust training programme working towards full qualifications.

The postholder will arrange and monitor works, update completions and process and record certification.

The postholder will meet operational KPI's set by management.

You will be expected to work to deadlines whilst undertaking smaller projects in relation to Fire Doors within Building Safety. This role requires you to maintain your continuous professional development.

SPECIFIC TASKS AND RESPONSIBILITIES

Key Tasks and Responsibilities		Performance Standards
1	To be trained to ensure inspection are undertaken of fire compartments including doors and products or materials to ensure they meet quality standards and specifications as set out in relevant legislation and guidance. Shadowing the Senior and Fire Door Inspector ensuring visual inspections, measurements, and tests on product including minor maintenance are undertaken as required.	<ul style="list-style-type: none"> • To undertake fire door inspections to agreed cycles, validating their compliance with relevant standards and recording and arranging any associated repairs to ensure they comply with the relevant standards. • Ensure inspection procedures and guidelines. • Recording of all inspections, recommendations and remedial actions ensuring a robust audit trail of works undertaken and recorded on Twinnedit. • Communicate any quality issues or concerns to the Senior Fire Door Inspector • Collaborate with internal teams and contractors to resolve quality-related repairs and issues. • Participate in continuous improvement initiatives to enhance the inspection service. • To be trained to oversee the maintenance or replacements to ensure fire doors are in optimal condition, Ensuring maintenance tasks are completed promptly and in compliance with safety standards. Conducting follow up inspections to verify maintenance works. • Initially working with experienced members of staff until able to demonstrate independent working standards.

Key Tasks and Responsibilities		Performance Standards
2	Support the Senior Fire Door Inspector to provide Information to the SFI in relation to all fire door data for the collation of safety case and the "Golden Thread of Information"	<ul style="list-style-type: none"> • Provide records of all fire door data to the SFI for safety case and digital records. • Support effective working arrangements & practices to ensure a consistent level of service delivery. • The golden thread principle is applied and BIM adopted as far as possible, • All high risk buildings in scope of the Act identified and in liaison with other departments the necessary digital records in relation to fire doors for those buildings gathered or created, including any necessary investigations or fire door surveys. • Proven attention to detail and ability to work on a variety of tasks simultaneously. • Ability to collate comprehensive fire door reports. • Good understanding of all relevant legislation and guidance's.
3	Support The Senior Fire Door Inspector to ensure that all Newlon's identified high risk buildings Fire Doors are managed and maintained in accordance with the requirements of the Building Safety Act.	<ul style="list-style-type: none"> • Fire Door Safety related repairs and preventative fire door maintenance carried out in a timely manner. • Proven ability to work to tight guidelines, deadlines and targets. • Delivery of the fire door inspection programme is of to the highest standards and providing technical advice and outstanding customer service. • Proactively organise workload to ensure an efficient, effective customer service at all times. Manage ongoing communication with residents and staff to ensure good relationships are developed and all relevant parties are informed of any issues in a timely manner. • Has autonomy to make decisions based on various and complex options including ascertaining the most effective and efficient route to deliver services to residents within organisational policies and procedures.

Key Tasks and Responsibilities		Performance Standards
4	Work closely with SFDI and colleagues in Repairs, Building Services, Estates, Communications, Resident Services and Asset Management for the delivery of the fire door inspection regime and in high risk buildings.	<ul style="list-style-type: none"> • Fire Door Safety critical maintenance, repairs and servicing works to fire doors carried out in a timely manner. • Condition of the fire doors in buildings and service delivery monitored to ensure compliance with the Building Safety Regulations. • Proven ability to work on a variety of complex tasks simultaneously in relation to the Fire Door Projects. • Manage your individual workload including no access and the delivery of remedial works for the fire door programme. Work across the organisation and gain buy-in from Property Services, Housing, Development. Ensure follow-up visits and inspections of completed works are undertaken within agreed timescales, validating the compliance of the door and updating the record. • Proactively identify opportunities for process improvement within the fire door inspection and maintenance program. • To work with external stakeholders such as the police on the safe entry of fire doors including any specific safe entry manual requirements.
5	Adhere to and maintain sufficient policies and procedures in liaison with other relevant managers as to ensure Newlon complies with its statutory and regulatory duties and Health and Safety best practice in maintaining and managing its tall buildings.	<ul style="list-style-type: none"> • Building Safety is an integral part of Newlon's wider approach to Health and Safety compliance, • Support the The Head of Building Safety and the wider team to agree sufficient policies and procedures as to ensure Newlon complies the Building Safety Act and related Regulations, • Policies and procedures are implemented and adhered to by the Building Safety Team and others working within high risk buildings. • To be trained to provide expert advice and guidance to the business as a whole to inform key decisions regarding fire doors and to have detailed technical knowledge and competence in the compliance of fire doors and a sound working knowledge of regulation.

Key Tasks and Responsibilities		Performance Standards
6	Support the Head of Building Safety in ensuring the delivery of Newlon's resident engagement strategies for its higher risk buildings.	<ul style="list-style-type: none"> • Each individual high risk building has an appropriate strategy in place. • All Residents are provided with relevant information about building safety in accordance with legal and regulatory requirements by the relevant BSM/BSO, where require the postholder will support this process by providing any necessary information. • Where necessary residents are consulted on safety related works and effective liaison with resident associations is maintained • Complaints about building safety are promptly and comprehensively addressed in accordance with Newlon's complaints policy and legal and regulatory requirements. • Ability to work independently whilst always following best practice procedures and exercising good judgement and initiative in problem solving. • Able to work as part of a team to achieve team targets and support colleagues when needed with more complex issues.
7	Working closely with the Building Safety Team and maintaining the data management system	<ul style="list-style-type: none"> • Any requests for information by the Building Safety Team is promptly answered so that the Building Safety Team can respond to any notices to the Building Safety Regulator. • Support the SFDI to maintain the door data management systems. To efficiently share information across the organisation and with contractors, consultants and residents.
8	To work with the Building Safety Team and colleagues to ensure new buildings covered under Building Safety Act are compliant at handover and smoothly transitioned in to the management of the Building Safety Team.	<ul style="list-style-type: none"> • Working with colleagues to ensure the principles of the golden thread of compliance and BIM are embraced in the construction and information recording for new buildings, • New buildings only accepted in to management when demonstrably fully compliant and all relevant information for the safety case secured, • A close and collaborative working relationship with colleagues to ensure a smooth and safe transition of new buildings into management.

Key Tasks and Responsibilities		Performance Standards
9	To positively support and contribute to the delivery of Newlon Gold and other corporate initiatives.	<ul style="list-style-type: none"> • Adherence to Newlon Gold principles of customer service when dealing with both internal and external customers. • All aspects of corporate policies, such as Health and Safety, Diversity, Sustainability and Data Protection adhered to • Newlon Gold values of customer service (responding to requests being clear and checking you got it right) applied to internal and external customers • Objectives of reliability, consistency, speed and awareness built into all activities • Newlon Gold behaviours of working together, solving problems, taking ownership and customer focus built into all activities • Collaboration across teams actively promoted at all times Support offered to customer facing colleagues to deliver Newlon's service standards.
10	To ensure that exposure to risk from a Health and Safety or Statutory Compliance failure is minimized.	<ul style="list-style-type: none"> • Support the SFID to monitor health and safety performance of asset management contractors and ensure they are compliant with legislation and Newlon's procedures, producing KPI's and minutes for meetings where required • Support the SFID to ensure contractors are aware of the identified risks in Newlon's properties and adhere to the Trust's health and safety policies, • With other members of the property team ensure compliance with all statutory health and safety duties, • Carry out all obligations relevant to your role under the internal procedure.
No job description can cover every issue which may arise within the post at various times and the postholder is expected to carry out other duties from time to time which are broadly consistent with those in this document.		